

DIRECTIVES MANAGEMENT

INDIAN AFFAIRS DIRECTIVES HANDBOOK



1 IAM - H

Office of the Assistant Secretary - Indian Affairs
Office of Regulatory Affairs and Collaborative Action
2051 Mercator Drive
Reston VA 20191

This Handbook can be viewed on the Indian Affairs website at <http://www.indianaffairs.gov/>. If you would like additional information, or have comments or suggestions regarding Directives or the Directives Handbook, please contact the Office of Regulatory Affairs and Collaborative Action, 2051 Mercator Drive, Reston, VA 20191.

Table of Contents

CHAPTER 1 POLICY	4
1.1 Authority.....	4
1.2 Responsibilities.....	4
 CHAPTER 2 DIRECTIVES	 6
2.1 Producing IA Directives	6
2.2 Preparing the Directives Package	7
 CHAPTER 3 COMPONENTS	 8
3.1 The Indian Affairs Manual (IAM).....	8
3.2 Regional Directives (RD)	14
3.3 Handbooks to the Indian Affairs Manual	18
3.4 National Policy Memoranda (NPM).....	21
3.5 Regional Policy Memoranda (RPM)	26
3.6 Assistant Secretary's Order (ASOs)	31
 CHAPTER 4 ROUTING FORMS	 34
4.1 Transmittal Sheet.....	34
4.2 Clearance Record.....	37
 APPENDICIES	
Appendix 1. Definitions	40
Appendix 2. Formatting the Document Identification Number	41
Appendix 3. Index of the Parts and Chapters of the Indian Affairs Manual	44

CHAPTER 1 POLICY

Policy conveys a deliberate plan of action to guide Program decisions and to achieve desired results. Policy is required by law (the Federal Records Act and the Public Information section of the Administrative Procedure Act), which mandates that all government agencies provide, **and make available to the public**:

- proper documentation of their organization and functions;
- policies and procedures which ensure consistent and fair application of benefits or services; and
- the necessary policies and procedures to ensure a safe, effective, nondiscriminatory work place.

A directive instructs an employee (office, agency, organization) to do something, and can be written (in the form of policy) or verbal. Policies are not created for every contingency; in the course of daily operations, situations may arise which require specific and timely action by Indian Affairs (IA) employees and managers. A verbal directive may be given in these instances. Written directives however, provide a foundation of consistent management and furnish the information necessary to protect the legal and financial rights of the Government and of persons directly affected by the agency's activities.

The Indian Affairs (IA) Directives System contains the policies and procedures to document and perform functions under the authority of the Assistant Secretary of Indian Affairs. The Directives System also provides the structure for producing and publishing clear and consistent IA program and administrative policy.

This handbook provides instructions and examples to assist those who produce the policies and supporting documents that affect Indian Affairs programs and activities. It includes templates for manual chapter and memoranda formatting, handbook cover (title) pages, Transmittal Sheets and Clearance Records, and instructions for headers and footnoting.

1.1 Authority

The **Federal Records Act (44 U.S.C. 3101)** requires the head of each Federal agency to make and preserve records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures and essential transactions of the agency.

The Public Information section of the **Administrative Procedures Act (5 U.S.C. 552)** requires that the following information be made available to the public: descriptions of the organization, where and how information and decisions can be secured, what and how functions are performed, what requirements must be met to get benefits or service, and what procedures must be followed.

Provisions of the **Federal Information Resources Management regulations (41 CFR 201)**, and **Departmental Manual 381 DM 1** require that Indian Affairs provide proper documentation of its organization, functions, policies, and procedures.

Section 508 of the Rehabilitation Act, 29 U.S.C. § 794d. 1998. Federal agencies' electronic and information technology will be accessible to people with disabilities, including employees and members of the public.

1.2 Responsibilities

Indian Affairs Offices (including Offices under the Assistant Secretary-Indian Affairs, Central Office, Regional and Agency Offices, and the Districts) are responsible for maintaining current policies, revising existing directives, and removing outdated information under the components of the Directives system within their area of authority.

The authoring Office is responsible for developing or updating chapter, memoranda, or handbook content; circulating drafts for internal review and comment; making revisions in response to comments; preparing the Transmittal Sheet and Clearance Record for formal review and signature; and ensuring the material is appropriately distributed after publication.

With the understanding that these offices are the subject matter expert regarding what and how functions are performed; where and how information and decisions are secured; what requirements must be met to get benefits or service; and/or what procedures must be followed, the authoring Office's responsibility for content improves the ability to "capture" IA programs and meet the regulatory requirements of the Public Information section of the Administrative Procedure Act (5 U.S.C. 552).

Office of Regulatory Affairs and Collaborative Action (RACA) provides guidance and assistance for developing the manuals, official memoranda, and handbooks which establish IA program policies and procedures. RACA assigns release numbers and document identification numbers; reviews documents for format and proper delegation of authority; and coordinates recommended changes/corrections with the authoring office. Once the document is final and signed off by the appropriate officials, it is returned to RACA to stamp the document with date of issue (date of approving official signature), enter it into the records management system, and forward for publication to the Intranet.

CHAPTER 2 DIRECTIVES

Directives provide a formal means of communication to support consistent application of policies and procedures. Directives satisfy federal requirements to have accurate and accessible documentation for staff and the public, and provide instructions/guidance to enable employees to perform their duties and responsibilities.

2.1 Producing IA Directives

Directives are intended to convey basic requirements (including enough details to make the government's position clear) and should generally be limited to a few pages. If a directive becomes longer, consideration should be given to reconstructing the material into additional components (for example, into an IAM chapter *and* a handbook, or into multiple chapters). Handbooks provide a greater level of detail regarding how Indian Affairs programs and staff carry out their responsibilities.

Directives should be written in plain language* which is simple, and easily understood. Technical language may be included in a handbook for a specific group of employees trained for a specific task, but in general, technical language and legal jargon should be avoided at the policy level.

Directives also have standard formats that are generally unique to an organization. While formats differ in terms of how materials are organized, policy usually contains certain standard components:

- A **Purpose** section, explaining why the policy is being issued, and its desired effect.
- A **Scope** section, describing who the policy affects and what operations or areas are impacted by the policy. Scope may also expressly exclude certain people or activities from the policy requirements.
- A **Policy** statement, indicating the specific course-of-action or requirements being created.
- An **Authority** section, indicating the specific regulations/delegations/orders which permit the authoring office to issue the policy
- A **Responsibilities** section, indicating which office is responsible for carrying out the particular elements of policy statements.

After this point, not every element of every template will apply to every directive. Judgment should be used to determine what sections are necessary to best provide proper documentation of the material being conveyed. Some policies may contain additional sections, such as:

- **Background**, indicating reasons and history that led to the creation of the policy
- **Definitions**, providing clear and unambiguous definitions for unique terms and concepts found in the policy document.

* June 1, 1998, President Clinton issued an executive memo requiring agencies to write in plain language. In 2004, an interagency task force working on behalf of the Office of Management and Budget (OMB) called for federal information to be written in plain language.

Acronyms should be used sparingly and only after the complete words for the acronym

have been spelled out the first time it is used in a document. The guidance in Chapter 3 for preparing each type of directive will ensure a consistent finished product, approved expeditiously (with a minimum of delay), and ready for timely posting and implementation.

2.2 Preparing the Directives Package

Directives must be reviewed and cleared by the appropriate offices and authorities (surnamed) prior to issue. Directives folders are prepared for routing and approval as follows:

- On the right side of the folder, the completed Transmittal Sheet should be on top of the final document to be surnamed.
- On the left side of the folder, any supporting documentation - including previous memoranda, printed email discussion, notes, or copies of supporting regulatory citations; and a marked up copy of the previously published document or material, if applicable.
- If the proposed directive has been coordinated and reviewed in IMS, the Clearance Record should be placed inside the folder on top of the supporting documentation (on the left hand side), and the printed IMS summary page attached to the front outside cover. If the directive has been hand-carried, the Clearance Record should be attached to the outside cover of the folder.
- It is the responsibility of the originating Office to route the directive for review and signature by the appropriate officials.

CHAPTER 3 COMPONENTS

There are six components of the Indian Affairs Directives System:

- **Indian Affairs Manual (IAM) chapters** are permanent policy which describe (in general) what each program or functional area is responsible for (what they do) and under what authority they do it. The Indian Affairs Manual is organized into sections called ‘Parts;’ one for each of the major programs and functional areas (i.e., Budget, Trust, Education, Forestry). As each ‘Part’ gets filled in, that program now has a set of documents (chapters) which frames what they do.
- **Regional Directives** are companions to IAM chapters - providing additional information and instructions that apply to employees within the jurisdiction of Regional Offices.
- **Handbooks** convey the processes and procedures IA employees use to perform their duties.
- **National Policy Memoranda** are temporary policies which provide interim instructions regarding the official duties and responsibilities of IA employees.
- **Regional Policy Memoranda** adapt interim national policy to circumstances unique to particular regions.
- **Assistant Secretary's Orders** are temporary directives by which the Assistant Secretary may issue delegations of authority, special assignment of functions, initial functional statements establishing new organizational units, and emergency directives.

The following sections describe the six categories of directives currently in the system and provide templates and examples of how to publish the Indian Affairs (IA) policies that affect IA functions and programs. **Not every element of every template will apply to every Program.** Programs and functional areas can contact RACA if there are any questions or if additional guidance is needed.

3.1 The Indian Affairs Manual (IAM)

The Indian Affairs Manual (IAM) contains the current policies and directives of Indian Affairs. The IAM is organized into sections called Parts, which are the major functions and programs (for example; Budget, Trust, Education, Forestry) under the authority of the Assistant Secretary of Indian Affairs. Each Part is further divided into chapters, which describe (in general) *what each program or functional area does and under what authority they do it*. Compliance with the Manual is mandatory for Indian Affairs employees.

To produce an IAM chapter:

- **The Office with primary subject responsibility (the originating Office) prepares the chapter content.** With the understanding that this office is the subject-matter-expert regarding what and how functions are performed; where and how information and decisions are secured; and what requirements must be met to get benefits or service, the originating Office’s responsibility for content improves the ability to “capture” IA programs and to meet regulatory requirements.

- **The first draft is circulated internally for review and comment** (it is not necessary for the Transmittal sheet or Clearance Record to accompany this draft).
- **The originating Office prepares the Clearance Record and Transmittal Sheet.** The Clearance Record (modified DI-228) reflects the appropriate routing for signature to document concurrence by each reviewing office, the Approving Official being the final signature. The Transmittal Sheet (modified DI-416) contains a summary of the accompanying chapter and also requires the signature of the Approving Official (Assistant Secretary; Principal Deputy Assistant Secretary; Deputy Assistant Secretary; Director, Bureau of Indian Affairs (BIA); or Director, Bureau of Indian Education (BIE). RACA provides the originating Office with the required release number and document identification number. Chapter 4 provides templates and examples of Clearance Records and Transmittal Sheets.
- **Once the text is revised in response to comments, the originating Office sends the draft chapter, Transmittal Sheet, and Clearance Record to RACA.**
- **RACA reviews the draft chapter, Transmittal Sheet, and Clearance Record for format and proper delegation of authority,** and coordinates any recommended changes or corrections with the originating Office.
- **The originating Office prepares the Directives folder and coordinates routing the final chapter for signatures.** The Directives folder will have the printed IMS summary page on the cover if the document has been routed in IMS.
- **The documents are returned to RACA after receiving the signature of the Approving Official.** RACA stamps the document with date of issue (date of Approving Official signature), enters it into the records management system, and forwards it for posting to the BIA Intranet.
- **When the directive is published, RACA sends an email to AS-IA, Central, and Regional Offices** with the link to the electronic location of the document so it can be accessed and printed.
- **The originating Office is responsible for distributing the directive in electronic or printed format.**

Template - Indian Affairs Manual Chapter

INDIAN AFFAIRS MANUAL

Part XX	Program or Functional Area	
Chapter X	Relevant Chapter Title from Index	Page 1

- 1.1 Purpose.** [Text is Times New Roman, 12pt.] The intent of this chapter, program, policy, etc. is to establish This chapter provides information on the policy, authorities, and responsibilities for [Program Area] within Indian Affairs.
- 1.2 Scope.** This policy applies to [identify who and/or what is covered by this directive].
- 1.3 Policy.** State the policy of Indian Affairs, BIA, or BIE. Include a short description of the justification or discussion of the rationale for this policy and the benefit to the community (why is this policy necessary).
- 1.4 Authority.** In accordance with what statute, regulation, or under what authority do you make policy, or have the ability to enforce it. Author discretion with regard to filling in the format; it is not necessary to populate every section.

A. Statutes.

- a. Title XX U.S.C. §§ xxx - xxx, Popular Name of the Act]
- b. Title XX U.S.C. § xx

B. Regulations.

- a. Title XX CFR Subtitle, Part, Chapter or § xxx (Title of the Regulation)
Court Rulings (if any).
- b. [Plaintiff v. Defendant] Briefly explain the ruling and why it is significant to this policy/directive.

C. Guidance.

- a. OMB Circular X-xxx [Title of Circular]
- b. Departmental Manual [Part and Chapter, XXX DM XX]

D. Handbooks.

- a. [Title of Handbook] Provide a brief description of the Handbook, its purpose, and a mailing address with telephone number from where it can be obtained.

1.5 Responsibilities.

07-57, 4/15/10

Replaces # 2 Indian Affairs Directives System Handbook (6/4/04)

A. Assistant Secretary - Indian Affairs. Give meaningful information about what each position is responsible for with regard to the policy/directive (it is not necessary to populate every section).

B. Director, Bureau of Indian Affairs. [For example: Makes recommendations to the Assistant Secretary based upon an evaluation of proposals made by Tribal governments and by Indian Affairs directors and managers under their direct supervision.]

C. Office Directors and Deputy Directors.

D. Regional Directors.

*** After this point, not every element of every template will apply to every chapter. Use judgment to determine what sections are needed to best provide proper documentation of the function, procedure, and/or essential transactions being conveyed by this policy document.**

1.6 Definitions.

Certain terms may need explaining, particularly if technical descriptions are used.

1.7 Standards, Requirements, and Procedures. The following describes the steps necessary to provide/produce....

1.8 Reports and Forms.

1.9 * [Add additional sections as needed]*

Footer (Times New Roman, 11 point)

First line: Release #

Second line: New *or* Replaces _____ (if Replaces, enter previous release # and/or document identification number and effective date of previous issue)

Example - Indian Affairs Manual Chapter

INDIAN AFFAIRS MANUAL

Part 33	Education Safety and Health	
Chapter 5	Prohibiting Tobacco Use and Tobacco Advertising in Schools	Page 1

- 1.1 Purpose.** To establish Bureau of Indian Education (BIE) policy Prohibiting Tobacco Use and Tobacco Advertising in BIE-funded Schools.
- 1.2 Scope.** This policy applies to all BIE-funded schools, school campuses, school property, dormitories, and at off-campus school functions.
- 1.3 Policy.** The Bureau of Indian Education, Division of Compliance, Monitoring and Accountability (DCMA) prohibits smoking and/or use of tobacco on school campuses, on school property, and at off-campus school functions to protect the school community from environmental tobacco smoke and to decrease the incidence of adolescent smoking.

Advertising of tobacco on clothing or other gear is also prohibited on school property and at off-campus school functions, due to the proven connection between marketing by the tobacco industry and increased incidence of smoking among children and adults.

- 1.4 Authority.** In accordance with Public Law 107-110 *No Child Left Behind Act*, Title IV, Part-A, *Safe and Drug Free-Schools and Communities*. Under Federal law, any person who violates this provision may be subject to a civil penalty.
- 1.5 Responsibilities.**
- A. Director, Bureau of Indian Education** is responsible for final approval of the BIE Policy Prohibiting Tobacco Use and Tobacco Advertising, consistent with the U.S. Department of the Interior's 230 DM 1. The Director is also responsible for submission of the final policy to the Deputy Director, School Operations, Bureau of Indian Education.
 - B. Deputy Director, School Operations** is responsible for annual review of the policy for overall management improvement of BIE-funded schools. The Deputy Director is also responsible for monitoring the Education Office for adherence to BIE policy Prohibiting Tobacco Use and Tobacco Advertising.
 - C. Education Line Officers** are responsible for ensuring this policy is in place, implemented, and enforced at BIE-funded schools.
 - D. School Principals** are responsible for ensuring compliance with BIE policy Prohibiting Tobacco Use and Tobacco Advertising.

1.6 Definitions.

- A. **Tobacco** is defined as cigarettes, cigars, pipe tobacco, bidi (unfiltered small cigarettes), snuff, chewing or dipping tobacco, and all other kinds and forms of tobacco prepared in such manner to be suitable for chewing, dipping, and smoking, including cloves or any other product packaged for smoking.
- B. **Use** is defined as lighting, chewing, dipping, inhaling, or smoking any tobacco as defined within this policy.
- C. **School Property** is defined as any property owned, leased, rented, or otherwise used by the school including, but not limited to:
 - a. All interior portions of any building or other structure used for instruction, administration, support services, maintenance, or storage. This includes areas normally reserved for the exclusive use of faculty or support staff.
 - b. All school grounds and buildings over which the school exercises control, including areas surrounding school buildings, playgrounds, athletic fields, recreation areas, and parking lots.
 - c. All vehicles used by the school for transporting staff, students, and visitors.
- D. **Off-campus School functions** are officially sponsored by the school, for which transportation, publicity, advertising, and/or school personnel or volunteers are provided. Examples include, but are not limited to, sporting events, academic and extra-curricular competitions, field trips, and in-state and out-of-state travel.

3.2 Regional Directives (RD)

Regional Directives further implement IAM policies at the regional level and pertain to IA employees within the jurisdiction of a Regional Office. Although they convey additional instructions that may apply only to specific regions, regional directives must not conflict with established Indian Affairs policies and procedures.

Regional Directives are written in the same style and format as IAM chapters, so a separate template is not provided. Regional Directives are differentiated by adding a third line in the header to identify the originating region and the title of the associated Regional Directive (see the example on page 15). The document identification number for Regional Directives adds a hyphen and the two-letter Regional Office Letter Code to the associated IAM chapter number (for example, 53 IAM 3 - MW). In the organization of the Indian Affairs Manual, they are placed following the respective IAM chapter which the Regional Directive supplements.

To produce a Regional Directive:

- **The Regional Office with primary subject responsibility prepares the directives' content.** Since the Regional Directive tailors IA policies to the unique needs or business processes of individual regions, the regional subject-matter-experts are critical to identifying the information that needs to be created to provide documented evidence of carrying out official responsibilities and managing the organization.
- **The first draft is circulated internally for review and comment** (it is not necessary for the Transmittal sheet or Clearance Record to accompany this draft).
- **The authoring Regional Office prepares the Clearance Record and Transmittal Sheet.** The Clearance Record (modified DI-228) reflects the appropriate routing for signature to document concurrence by each reviewing office, the Approving Official being the final signature. The Transmittal Sheet (modified DI-416) contains a summary of the accompanying chapter and also requires the signature of the Approving Official (i.e., Director, BIA; Director, BIE, or the Regional Director). RACA provides the required release number and document identification number. Chapter 4 provides templates and examples of Clearance Records and Transmittal Sheets.
- **Once the text is revised in response to comments, the authoring Office sends the draft chapter, Transmittal Sheet, and Clearance Record to RACA.**
- **RACA reviews the draft directive, Transmittal Sheet, and Clearance Record for format and proper delegation of authority,** and coordinates any recommended changes or corrections with the authoring Regional Office.
- **The authoring Office prepares the Directives folder and coordinates routing the final document for signatures.** The Directives folder will have the printed IMS summary page on the cover if the document has been routed in IMS.
- **The documents are returned to RACA after receiving the signature of the Approving Official.** RACA stamps the document with date of issue (date of Approving Official signature), enters it into the records management system, and forwards it for

posting to the BIA Intranet.

- **When the directive is published, RACA sends an email to Central and Regional Offices** with the link to the electronic location of the document so it can be accessed and printed.
- **The authoring Regional Office is responsible for distributing the directive in electronic or printed format.**

Regional Office Letter Codes

AK	Alaska	NW	Northwest
EA	Eastern	PA	Pacific
EO	Eastern Oklahoma	RM	Rocky Mountain
GP	Great Plains	SO	Southern Plains
MW	Midwest	SW	Southwest
NA	Navajo	WE	Western

Example - Regional Directive

INDIAN AFFAIRS MANUAL

Part 53

Forestry

Chapter 3

Contract Sales of Forest Products

MW Region Tribal Direct Payments from Purchasers of Forest Products Page 1

- 1.1 Purpose.** To establish Regional policy for direct collection by Tribes of monies associated with the contract sale and permit sale of forest products.
- 1.2 Scope.** This policy applies to all Tribal Forest Management Programs within the Midwest Region that desire the direct collection of payments from the sale of forest products.
- 1.3 Policy.** Tribes seeking direct payments from purchasers of forest products must submit their request in writing to the responsible line officer. The request shall contain a resolution approved by the Tribe requesting direct payment authority, and a statement indicating that the Tribe agrees with the procedures for Direct Payment/Collection (Section 1.7). The Tribe may request direct payments for Tribal forest products sales or for both Tribal and Allotment forest product sales.*

Once the request is approved, all new timber-sale contract funds will be collected directly by the Tribe. Existing timber sale contracts which have accounts within the Trust Fund Accounting System (TFAS) will continue to be maintained until satisfactory completion of the contract.

1.4 Authority.

- A.** In accordance with 25 USC §3107, 25 CFR Part 163 and memorandum dated February 24, 2003, from the acting Deputy Commissioner regarding Forest Management Deductions – Direct Collection by Tribes.
- B.** As applicable, the American Indian Probate Reform Act of 2004 (PL 108-374§2212); 53 IAM 1; and the Forestry Handbook, Contract Sales of Forest Products (53 IAM 3-H).

- 1.5 Responsibilities.** This policy will be followed by all line officers within the Midwest Region delegated forest management responsibilities. It is the responsibility of the line officer to ensure that all collections for the contract and permit sale of forest products are either collected directly by the Bureau, or to approve requests from Tribes under their jurisdiction (25 CFR 163.22(b)) that agree to adhere to this policy.

* Note: The American Indian Probate Reform Act of 2004 (§2212) requires that all income from allotment tracts which have Land Consolidation Program Liens must be paid to the Secretary.

1.6 Procedure for Direct Payment/Collection

This procedure covers direct payment/collection of Bid Deposits, Performance Bonds, Advance Deposits, Advance Payments, and Installment Payments.

(1) All Timber Sale contracts will have a special provision stating that payments and deposits shall be drawn payable to the “requesting Indian Tribe” (modifies Part B4.1 of the standard provisions).

(2) The Tribe retains the Timber Sale Bid Deposit of the apparent high bidder, and of all others who submit a written request to have their bids retained until the contract is awarded and approved (up to 30 days). All other Bid Deposits will be immediately returned by Certified mail, Return-Receipt.

(a) Retained Deposits-with-Bid will be placed in a tribally controlled account in the name of the bidder(s) within 24 hours.

(b) Upon award and approval of the contract, any Bid Deposits still retained will be returned immediately by Certified Return-Receipt postage to unsuccessful bidders. If the unsuccessful bidders (who submitted written requests to have their bids retained until contract award) are present for the bid opening, they may recover their deposits-with-bid immediately by signing the back of the bid proposal form.

(3) Performance Bonds will be required in connection with all sales of forest products (25 CFR 163.21). The Tribe will collect all or part of the bond according to the terms of the timber sale document. The preferred form of performance bond is cash, or irrevocable letter of credit (LOC).

(a) Deposit of Cash – The deposit will be placed in a tribally controlled escrow account designated by a contractor identifier. Cash deposited as a performance bond should be supported by an “Agreement and Power of Attorney” naming the Tribe as the attorney-in-fact. At the completion of the contract, the Bond will be returned to the contractor minus any funds retained to remedy contract deficiencies.

(b) Irrevocable Letter of Credit (LOC) – If an irrevocable LOC is used to secure performance bonds, the Tribe will be designated as the Beneficiary. The LOC should be secured in a fireproof safe at the office of jurisdiction, and a copy must be in the contract file. The expiration date of the LOC must exceed the timber contract expiration date by a minimum of 180 days. At the completion of the contract, if there are no drafts against the LOC, it will be returned directly to the issuing bank. If a draft has been drawn, the LOC will be retained.

3.3 Handbooks (H)

Handbooks provide a greater level of detail regarding how Indian Affairs programs and staff carry out their responsibilities. Although they do not have regulatory effect, they are used to convey standard operating procedures and recommended or acceptable practices.

A standard template is not required for handbooks to the Indian Affairs Manual, however handbooks are reviewed and approved by the appropriate officials and go through the Clearance process prior to issue. Each Handbook must have a cover/title page which states:

- Title of the Handbook
- Program the handbook is affiliated with
- Official Name and address of the issuing office
- Footnoted Release number, date, and related IAM chapter (see example)

An example Handbook Cover (title) page is provided at the end of this section. Handbooks must also be formatted for clarity, including:

- Table of Contents
- Chapter and page numbers which match the table of contents
- Correct citations and current authorities (i.e., references to C.F.R., U.S.C., official governing policies, regulations, or treaties)
- Current and accurate names of Indian Affairs offices and official titles
- Illustrations and Appendices in electronic form

To produce a handbook to the Indian Affairs Manual:

- **The originating Office develops content and circulates the first draft internally for review and comment.**
- **The originating Office prepares the handbooks' Clearance Record and Transmittal Sheet.** The Clearance Record (modified DI-228) reflects the appropriate routing for signature to document concurrence by each reviewing office, the Approving Official being the final signature. The Transmittal Sheet (modified DI-416) contains a summary of the accompanying handbook and also requires the signature of the Approving Official (AS-IA Directors, Director or Deputy Director-BIA, Director or Deputy Director-BIE, Regional Director). RACA provides the originating Office with the required release number and document identification number. Chapter 4 provides templates and examples of Clearance Records and Transmittal Sheets.
- **Once the text is revised in response to comments, the originating Office sends the draft handbook, Transmittal Sheet, and Clearance Record to RACA.**
- **RACA reviews the draft handbook, Transmittal Sheet, and Clearance Record for format and proper delegation of authority,** and coordinates any recommended changes or corrections with the originating Office.
- **The originating Office prepares the Directives folder and coordinates routing**

the final handbook for signatures. The Directives folder will have the printed IMS summary page on the cover if the document has been routed in IMS.

- **The documents are returned to RACA after receiving the signature of the Approving Official.** RACA stamps the document with date of issue (date of Approving Official signature), enters it into the records management system, and forwards it for posting to the BIA Intranet.
- **When the handbook is published, RACA sends an email to AS-IA, Central, and Regional Offices** with the link to the electronic location of the document so it can be accessed and printed.
- **The originating Office is responsible for distributing the handbook in electronic or printed format.**

Example - Handbook Cover (title) page

INDIAN AFFAIRS EXCELLENCE PROGRAM

INDIAN AFFAIRS HONORS PROGRAM HANDBOOK



Office of the Assistant Secretary - Indian Affairs
Office of Human Capital Management
1951 Constitution Avenue, NW - Mailstop 355 B (SIB)
Washington, DC 20240

Release #, September 2007

New *or* Replaces _____ (if **Replaces**, enter effective date of previous issue)

28 IAM 303 Indian Affairs Excellence Program (related IAM chapter the handbook supplements)

07-57, 4/15/10

Replaces # 2 Indian Affairs Directives System Handbook (6/4/04)

3.4 National Policy Memoranda (NPMs)

National Policy Memoranda provide interim instructions regarding the official duties and responsibilities of IA employees. They are broad in scope and application, and are valid for one year, after which they are evaluated for relevance. NPMs can then be extended for one year, superseded by updated guidance, or converted to permanent policy (IAM chapters).

National policy is established, amended, or ended only in writing and only by the Assistant Secretary, the Principal Deputy Assistant Secretary, a Deputy Assistant Secretary, the Director, BIA, or the Director, BIE.

To produce a National Policy Memorandum:

- **The Office with primary subject responsibility (the originating Office) prepares the NPM content.** With the understanding that this office is the subject-matter-expert regarding what and how functions are performed; where and how information and decisions are secured; and what requirements must be met to get benefits or service, the originating Office's responsibility for content improves the ability to "capture" IA programs and to meet regulatory requirements.
- **The first draft is circulated internally for review and comment** (it is not necessary for the Clearance Record to accompany this draft).
- **The originating Office prepares the Clearance Record.** The Clearance Record (modified DI-228) reflects the appropriate routing for signature to document concurrence by each reviewing office, the Approving Official being the final signature. NPMs do not require a Transmittal Sheet since an NPM has the authorizing signature at the close the memorandum. RACA provides the originating Office with the required release number and document identification number. Chapter 4 provides templates and examples of the Clearance Record.
- **Once the text is revised in response to comments, the originating Office sends the draft memorandum and Clearance Record to RACA.**
- **RACA reviews the draft memorandum and Clearance Record for format and proper delegation of authority,** and coordinates any recommended changes or corrections with the originating Office.
- **The originating Office prepares the Directives folder and coordinates routing the final NPM for signatures.** The Directives folder will have the printed IMS summary page on the cover if the document has been routed in IMS.
- **The documents are returned to RACA after receiving the signature of the Approving Official.** RACA stamps the NPM with date of issue (date of Approving Official signature), enters it into the records management system, and forwards it for posting to the BIA Intranet.
- **When the NPM is published, RACA sends an email to AS-IA, Central, and Regional Offices** with the link to the electronic location of the document so it can be accessed and printed.
- **The originating Office is responsible for distributing the directive in electronic or printed format.**

Template - National Policy Memorandum

[For Office of the Secretary letterhead]

National Policy Memorandum (Left justified; Times New Roman, bold, 15 point)

(Centered; Times New Roman, bold, 12 point)

Office of (Fill in Organization) -Indian Affairs

Name of Division/Program Office

Number: (NPM-Letter Code-#)

Effective: (Date)

Expires: (1 yr. from effective date)

Title:

1. Purpose (Subheadings are Times New Roman, Bold, 12 point)

(Text is Times New Roman, 12 point) Provide the reason for issuing the Memorandum and the general intent of the policy/guidance.

2. Scope

Who and what is covered (or excluded from coverage)by this policy.

3. Policy

Discuss the policy and its applicability. Describe what will be accomplished by issuing the directive, and how to best accomplish policy goals.

4. Roles and Responsibilities

Provide the names and titles of those involved and their respective responsibilities to implement the policy. Describe actions required of officials, Bureau employees, and program staff.

5. Approvals

(Name)

Date

Title

Footer (Times New Roman, 11 point)

First line: Release #

Second line: New *or* Replaces _____ (if Replaces, enter previous release # and/or document identification number and effective date of previous issue)



United States Department of the Interior

OFFICE OF THE SECRETARY

Washington, D.C. 20240

National Policy Memorandum

Assistant Secretary - Indian Affairs
Deputy Assistant Secretary – Management
Office of Human Capital Management

Number: NPM-HR- 12

Effective:

Expires:

Title: Quality Step Increases

1. Purpose

To establish the parameters and processing deadlines for Quality Step Increases (QSI).

2. Scope

This policy applies to the Office of the Assistant Secretary – Indian Affairs, the Bureau of Indian Affairs, and the Bureau of Indian Education.

3. Policy

A Quality Step Increase (QSI) is a *faster than normal* within-grade increase used to reward employees at all General Schedule grade levels who display exceptional performance. The employee's current rating of record is the basis for the QSI. QSIs are given in addition to regular within-grade increases and will not affect the timing of an employee's next regular within-grade increase, **unless** the Quality Step Increase places the employee in step 4 or step 7 of their grade. In these cases, waiting periods are extended an additional 52 weeks (waiting periods are 52 weeks for steps 1-3, 104 weeks for steps 4-6, and 156 weeks for steps 7-9). The time an employee has already waited counts towards the next increase, but they must wait the full period that the new step requires.

To be eligible for a Quality Step Increase, an employee must:

- be below step 10 of their grade level;
- achieve an overall rating of Exceptional (level 5) on their current Performance Appraisal;
- have demonstrated sustained exceptional performance; and
- not have received a Quality Step Increase in the preceding year.

Within Indian Affairs, the deadline for processing QSIs is:

- BIA - 12/31/07
- BIE - 09/30/07

No employee can receive a QSI in two consecutive years. In lieu of another QSI, Managers/Supervisors are encouraged to recognize exceptional performance with a Cash Award.

5. Roles and Responsibilities

The Deputy Assistant Secretary – Management is responsible for administering this policy.

The Office of Human Capital Management is responsible for providing information and guidance to managers, supervisors, and employees.

Servicing Human Resources Offices are responsible for assisting managers and supervisors in recognizing and rewarding exceptional employee performance.

Supervisors are responsible for recommending QSIs and for providing a brief specific example of how expectations were exceeded for each element in the justification. In recommending a Quality Step Increase, the supervisor and HR specialist should review several factors in regard to timing:

- How long will the employee be able to enjoy the benefits of a Quality Step Increase?
- Will the employee be promoted in the near future?
- Will the Quality Step Increase make a difference in setting the promotion pay?
- Has the employee received a Quality Step Increase within the last 52 weeks?
- When is the employee eligible for their next Within-Grade Increase?
- Will the increase take the employee to a new waiting period, i.e., step 4 or step 7?

6. Approval

(Name)

Date

Deputy Assistant Secretary – Indian Affairs (Management)

#07-35

New

07-57, 4/15/10

Replaces # 2 Indian Affairs Directives System Handbook (6/4/04)

3.5 Regional Policy Memoranda (RPM)

Regional Policy Memoranda adapt interim policy to circumstances unique to particular regions. RPMs convey instructions regarding compliance, and establish roles and responsibilities for IA employees within the jurisdiction of a Regional Office. Regional policy cannot conflict with or supersede national policy. RPMs are effective for one year (and can be extended for one year), after which the policies published in RPMs should be incorporated into an IAM chapter, or superseded by updated guidance.

To produce a Regional Policy Memorandum:

- **The Regional Office with primary subject responsibility prepares the directives' content.** Since Regional Directives tailor IAMs to the unique needs or business processes of a region, the regional subject-matter-experts are critical to identifying the information needed to provide documented evidence of official responsibilities and managing the organization.
- **The first draft is circulated internally for review and comment** (it is not necessary for the Transmittal sheet or Clearance Record to accompany this draft).
- **The originating Office prepares the Clearance Record.** The Clearance Record (modified DI-228) reflects the appropriate routing for signature to document concurrence by each reviewing office, the Approving Official being the final signature. NPMs do not require a Transmittal Sheet since an NPM has the authorizing signature at the close the memorandum. RACA provides the originating Office with the required release number and document identification number. Chapter 4 provides templates and examples of the Clearance Record.
- **Once the text is revised in response to comments, the authoring Office sends the draft RPM, Transmittal Sheet, and Clearance Record to RACA.**
- **RACA reviews the draft documents for format and proper delegation of authority,** and coordinates any recommended changes or corrections with the authoring Office.
- **The authoring Office prepares the Directives folder and coordinates routing the final document for signatures.** The Directives folder will have the printed IMS summary page on the cover if the document has been routed in IMS.
- **The documents are returned to RACA after receiving the signature of the Approving Official.** RACA stamps the document with date of issue (date of Approving Official signature), enters it into the records management system, and forwards it for posting to the BIA Intranet.
- **When the directive is published, RACA sends an email to Central and Regional Offices** with the link to the electronic location of the document so it can be accessed and printed.
- **The authoring Regional Office is responsible for distributing the directive in electronic or printed format.**

Regional Office Letter Codes

AK	Alaska	NW	Northwest
EA	Eastern	PA	Pacific
EO	Eastern Oklahoma	RM	Rocky Mountain
GP	Great Plains	SO	Southern Plains
MW	Midwest	SW	Southwest
NA	Navajo	WE	Western

Template - Regional Policy Memorandum

[For Office of the Secretary letterhead]

Regional Policy Memorandum (Left justified; Times New Roman, bold, 15 point)

(Centered; Times New Roman, bold, 12 point)

Office of (Fill in Organization) -Indian Affairs

Region

Name of Division/Program Office

Number: (RPM-Letter Code-#)

Effective: (Date)

Expires: (1 yr. from effective date)

Title:

1. Purpose (Subheadings are Times New Roman, Bold, 12 point)

(Text is Times New Roman, 12 point) Provide the reason for issuing the Memorandum and the general intent of the policy/guidance.

2. Scope

Who and what is covered by this policy (and what/who is excluded from coverage).

3. Policy

Discuss the policy and its applicability. Describe what will be accomplished by issuing the directive, and how to best accomplish policy goals.

4. Roles and Responsibilities

Provide the names and titles of those involved and their respective responsibilities to implement the policy. Describe actions required of officials, Bureau employees, and program staff.

5. Approvals

(Name)

Date

Title

Footer (Times New Roman, 11 point)

First line: Release #, date of release

Second line: New **or** Replaces _____ (if Replaces, enter effective date of previous issue)



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS

Midwest Regional Office
Bishop Henry Whipple Building
One Federal Dr, Rm. 550
Ft. Snelling, MN 55111



Regional Policy Memorandum

Bureau of Indian Affairs Midwest Region Office of the Regional Director

Number: RPM-MW-TRUS-5

Effective:
Expires:

**Title: Forestry Policy - Limited Delegation of Authority -
Prescribed Fire Plan Authority within the Region**

1. Purpose

In accordance with 90 IAM 1.7D, 3 IAM 4 and 3 IAM 4A (Delegation of Authority Midwest Region), the Minnesota Agency Superintendent is hereby authorized to represent the Midwest Regional Director as the approving line officer designee for Prescribed Fire and Mechanical Fuels Plans for Minnesota Agency.

2. Scope

The Agency Superintendent is authorized to approve Prescribed Fire and Mechanical Treatment Plans in accordance with the BIA Fuels Management Handbook (January 2006) and the Wildland Fire and Aviation Program Management and Operations Guide (2006).

3. Policy

It is the responsibility of the Regional Director to approve prescribed fire and mechanical fuels treatment plans or establish delegation of authority for approval to Superintendents and/or designated line officers.

4. Roles and Responsibilities

The Superintendent agrees to:

- Ensure that plans reflect a commitment to safety.
- Ensure a technical review of the prescribed fire plan by a qualified individual(s) independent of the preparation of the plan.
- Provide for training and performance evaluation in prescribed fire and fire use operations.

5. Approval

/Signed/
(Name)

Midwest Deputy Regional Director-Trust

05/18/06
Date

3.6 Assistant Secretary's Orders (ASO)

Assistant Secretary's Orders (ASO) are limited to delegations of authority, emergency directives, special assignment of functions, and initial policy and functional statements establishing a new organizational unit. ASO provisions remain in effect for one year unless extended, revoked, or incorporated into the Indian Affairs Manual. ASOs are signed only by the Assistant Secretary, the Principal Deputy Assistant Secretary, or an Acting Assistant Secretary.

Once it has been determined that an Assistant Secretary's Order is the necessary level of policy:

- **The Office with primary subject responsibility (the originating Office) prepares the Order's content and circulates the draft internally for review and comment.**
- **The originating Office prepares the Clearance Record.** The Clearance Record (modified DI-228) reflects the appropriate routing for signature to document concurrence by each reviewing office, and contains a brief description of the content of the Order or, in the case of an amendment to an existing ASO, should state the exact nature of the action being taken. The Clearance Record requires the signature of the Approving Official (Assistant Secretary; Principal Deputy Assistant Secretary; or the Acting Assistant Secretary). ASOs do not require a Transmittal Sheet since the authorizing signature is at the close the Order. RACA assigns the release number and document identification number. Chapter 4 provides templates and examples of Clearance Records and Transmittal Sheets.
- **Once the text is revised in response to comments, the originating Office sends the draft ASO and Clearance Record to RACA.**
- **RACA reviews the draft documents for format and proper delegation of authority** and coordinates any recommended changes or corrections with the originating Office.
- **RACA prepares the Directives folder and coordinates routing the final ASO for signature through the DOI Office of the Executive Secretariat (Exec Sec).** The Directives folder will have the printed IMS summary page on the cover if the document has been routed in IMS.
- **Once the Order is signed, RACA stamps the document with date of issue (date of Approving Official signature), enters it into the records management system, and forwards it for posting to the BIA Intranet.**
- **When the ASO is published, RACA sends an email to AS-IA, Central, and Regional Offices** with the link to the electronic location of the document so it can be accessed and printed.

Template - Assistant Secretary's Order

[For Office of the Secretary letterhead] [Font is Times New Roman, 12 point]

Assistant Secretary's Order No. X [Margins = 1 inch, all sides]

Signature date: [Month spelled out, day, year]

Subject: Main topic for ASO action

Sec. 1 Purpose. This is the proper format for an Assistant Secretary's Order (ASO). Legal authority for the action being taken may be included in this section.

Sec. 2 Subject. The subject title should be brief and generally descriptive of the text. In an amendment to an existing Order, the original subject should be used unless it has been amended.

Sec. 3 Section. If the text of an Order requires more than a single paragraph, it is divided into sections. Each section is designated by a number, followed by the section heading typed in bold, flush with the left margin, and ending in a period. Use single spaces between section number and section heading, and between the section heading and the text.

a. If the text of a section is divided, subdivisions are also flush with the left margin. The first subdivision of a section is a paragraph, designated by a lower case letter followed by a period.

(1) If a paragraph must be further divided, the resulting subparagraph is designated by a number enclosed within parentheses.

(a) If dividing the text of a subparagraph is unavoidable, the division is designated by a lower case letter also enclosed within parentheses.

Sec. 4 Numbering of Assistant Secretary's Orders. RACA issues a new Order number for new documents, or an amendment number for an existing Order.

Sec. 5 Amendments to Orders. An amendment to an existing ASO should state the exact nature of the action being taken. For example, "Assistant Secretary's Order 7 is amended to add two new sections, numbered 5 and 6, as follows; "If more than one action is being taken by an amendment, each amending statement is designated by a number, followed by a period (1., 2., 3.).

Sec. 6 Expiration Date. This Order is effective (immediately/provide date). Its provisions remain in effect until (describe event), or until it is incorporated into the Indian Affairs Manual. This order will expire (one year from effective date) unless amended, superseded, or revoked.

Date:

/Signed/

Assistant Secretary - Indian Affairs



United States Department of the Interior

OFFICE OF THE SECRETARY

Washington, D.C. 20240

Assistant Secretary's Order No. 1

Signature date: September 24, 2004

Subject: Reassignment of Personnel Security and Emergency Management Functions

Sec. 1 Purpose. This order reassigns the personnel security and emergency management functions in the Office of the Assistant Secretary – Indian Affairs and the Bureau of Indian Affairs.

Sec. 2 Personnel Security. The personnel security functions, which are currently assigned to the Bureau of Indian Affairs, Deputy Director, Law Enforcement Services (130 DM 4.2D), are reassigned to the Office of the Assistant Secretary – Indian Affairs, Deputy Assistant Secretary – Management, Office of Human Resources (110 DM 8.4C).

Sec. 3 Emergency Management. The emergency management functions including continuity of operations and homeland security activities currently assigned to the Office of the Assistant Secretary – Indian Affairs, Deputy Assistant Secretary – Management (110 DM 8.4), are reassigned to the BIA, Deputy Director, Law Enforcement Services (130 DM 4.2D).

Sec. 4 Delegation. The Deputy Assistant Secretary – Management and the Deputy Director, Law Enforcement Services are delegated the authority necessary to carry out the responsibilities of these functions.

Sec. 5 Implementation. The Deputy Assistant Secretary – Management is responsible for implementing this Order, including the appropriate transfer for personnel, funds, programs, records, and property.

Sec. 6 Expiration Date. This Order is effective October 1, 2004. It will remain in effect until its provisions are incorporated into the Departmental Manual, or until it is amended, superseded, or revoked, whichever occurs first. In the absence of any of the foregoing actions, the provisions of this Order will terminate and be considered obsolete on September 30, 2005.

Date: September 24, 2004

/Signed/

Assistant Secretary – Indian Affairs

CHAPTER 4 ROUTING FORMS

The originating Office prepares the Transmittal Sheets and Clearance Records to accompany a directive in the review process. These documents are completed once the draft directive has been circulated internally for review and comment.

4.1 Transmittal Sheet

The Transmittal Sheet provides primary point-of-contact information (i.e., the author) and contains a brief summary of the accompanying documents. In the event the document contains a change to previously established policy, the description on the Transmittal sheet should highlight the major change(s), and include an explanation of the reason for change.

The Transmittal Sheet requires the signature of the Approving Official. The chart below shows the signature authority requirements for each category of directives.

Type	Authority
IAM	Assistant Secretary -Indian Affairs (AS-IA), Principal Deputy Assistant Secretary (PDAS), Deputy Assistant Secretary (DAS), Director, Bureau of Indian Affairs (BIA), Director, Bureau of Indian Education (BIE)
Handbook	AS-IA Directors, Director or Deputy Director-BIA, Director or Deputy Director-BIE, Regional Director
NPM	AS-IA, PDAS, DAS, Director-BIA, Director-BIE
RD, RPM	Director-BIA, Director-BIE, Regional Director
ASO	AS-IA, PDAS, Acting AS-IA

Template - Transmittal Sheet

**INDIAN AFFAIRS
DIRECTIVES TRANSMITTAL SHEET**

(modified DI -416)

DOCUMENT IDENTIFICATION NUMBER (a)	SUBJECT (c)	RELEASE NUMBER (d)
FOR FURTHER INFORMATION (b)		DATE (e)

(f) EXPLANATION OF MATERIAL TRANSMITTED:

Font for Transmittal Sheet is Times New Roman, 12 pt.

Explanation of sections:

- (a) Assigned by RACA to the directive being transmitted
- (b) Office (including address) with primary responsibility for the policy or handbook
- (c) Title of the accompanying document
- (d) Release number from RACA for records management
- (e) Issue date, to be stamped by Directives Management (RACA) after signature
- (f) Summary of policy/document or reason to change, replace, or rescind existing material
- (g) Signature, printed name, and title of the issuing authority.
- (h) Instructions for removing and inserting pages.

— (g) Signature
Printed Name and Title

(h) FILING INSTRUCTIONS:

Remove: *Enter None or Replaces... (if the directive replaces previous policy, enter document identification number and effective date of previous issue)*

Insert: *Enter current document identification number*

Example - Transmittal Sheet

**INDIAN AFFAIRS
DIRECTIVES TRANSMITTAL SHEET**

(modified DI-416)

DOCUMENT IDENTIFICATION NUMBER NPM-HR-12	SUBJECT Quality Step Increases (QSI)	RELEASE NUMBER 07-35
FOR FURTHER INFORMATION Office of Human Capital Management		DATE

EXPLANATION OF MATERIAL TRANSMITTED:

This memorandum describes policies and procedures to be used in awarding Quality Step Increases (QSI).

(Name)
Deputy Assistant Secretary – Indian Affairs (Management)

FILING INSTRUCTIONS:

Remove: None

Insert: NPM-HR-12(new)

4.2 The Clearance Record

The Clearance Record (modified DI-228) reflects the appropriate routing for signature to document concurrence by each reviewing office, the Approving Official being the final signature. Officials should review each directive to determine if it appropriately documents Indian Affairs functions, policies, procedures and/or essential transactions. Signing the Clearance Record indicates that the document has been routed, read, and approved by the various levels of authority affected by the related policy.

The chart below shows the different signature authority requirements for each category of directives.

Type	Authority
IAM	Assistant Secretary -Indian Affairs (AS-IA), Principal Deputy Assistant Secretary (PDAS), Deputy Assistant Secretary (DAS), Director, Bureau of Indian Affairs (BIA), Director, Bureau of Indian Education (BIE)
Handbook	AS-IA Directors, Director or Deputy Director-BIA, Director or Deputy Director-BIE, Regional Director
NPM	AS-IA, PDAS, DAS, Director-BIA, Director-BIE
RD, RPM	Director-BIA, Director-BIE, Regional Director
ASO	AS-IA, PDAS, Acting AS-IA

Instructions for Completing the Clearance Record (modified DI-228)

Text for the Clearance record is all Times New Roman, 12pt. The Office with primary subject responsibility (the originating Office) prepares the numbered sections of the Clearance Record with the following:

1. Type of Document. Enter one of the following types of directives:

Indian Affairs Manual chapter
National Policy Memorandum
Regional Policy Memorandum

IAM Handbook
Regional Directive
Assistant Secretary's Order

2. Document Identification Number. Enter the unique document identification number for the type of directive being issued. Appendix 2, page 41 contains instructions on formatting the document identification number. Examples are provided for each type of directive.

3. Subject/title. Title of the directive.

07-57, 4/15/10

Replaces # 2 Indian Affairs Directives System Handbook (6/4/04)

4. Summary of Document. Brief summary of the contents.

5. Originating Organization. Office with primary subject responsibility.

Name and Title. Author.

Telephone Number. Author's telephone number.

Date. Date the form is prepared.

6. Clearances. Enter Office Letter Codes, office names, titles and names of reviewing officials (surnames), and the Approving Official.

General routing for Indian Affairs Manual chapters and National Policy Memoranda:

- Originating program office
- Other offices affected by the directive
- Deputy Bureau Director/Director of program or functional area
- Approving Official: Assistant Secretary (AS-IA); Principal Deputy Assistant Secretary (PDAS); Deputy Assistant Secretary (DAS); Director, BIA; or Director, BIE
- Office of Planning and Policy Analysis for final action

General routing for Handbook, Regional Directive, and Regional Policy Memoranda.

- Originating program office
- Other offices affected by the directive
- Deputy Bureau Director/ Director of program or functional area
- Approving Official for program or functional area (Director or Regional Director)
- Office of Planning and Policy Analysis for final action

General routing for Assistant Secretary's Order.

- Originating program office
- Other offices affected by the Order
- Deputy Bureau Director/Director of program area
- Deputy Assistant Secretary; Director, BIA; or Director, BIE
- Approving official: Assistant Secretary, Acting Assistant Secretary, Principal Deputy Assistant Secretary
- Office of Planning and Policy Analysis for final action

7. Final Action Office. Directives are returned to the Office of Planning and Policy Analysis (Directives Management) to stamp the document with date of issue (date of approving official signature), enter it into the records management system, and forward for publication to the IA Intranet.

Example - Clearance Record

CLEARANCE RECORD (Modified DI-228)		1. TYPE OF DOCUMENT (Refer to 1 IAM-H) Indian Affairs Manual		2. IDENTIFICATION NUMBER Part 28, Chapter ***		
3. SUBJECT/TITLE Fitness Membership Fee Reimbursement Program						
4. SUMMARY OF DOCUMENT CONTENTS (if a revision, give rationale for change) This chapter provides information and guidance for the Indian Affairs Fitness Membership Fee Reimbursement Program. This Chapter supersedes NPM-HR-1, issued January 21, 2005, and extended by National Policy Memorandum NPM-HR-1A1, issued January 12, 2006.						
5. ORIGINATOR						
ORGANIZATION Office of Human Capital Management		NAME AND TITLE (Name) Human Resources Specialist		TELEPHONE NUMBER 202-208-XXXX	DATE 1/30/2007	
6. CLEARANCES						
OFFICE LETTER CODES	ORGANIZATION AND TITLE	PRINT NAME	SIGNATURE (DO NOT INITIAL)	DATE	INTERNAL STAFF CLEARANCE – PLEASE SIGN AS APPROPRIATE	
					SURNAME	DATE
HCM	Human Resources Office, Director	(Name)				
MMS	Labor Relations Officer, OS Personnel Office	(Name)				
RACA	Regulatory Affairs & Collaborative Action	(Name)				
DAS-M	Deputy Assistant Secretary - Management	(Name)				
7. FOR USE BY FINAL ACTION OFFICE						
AFTER SIGNATURE, RETURN TO Directives Management for posting to the Intranet (703-390-6683)					RELEASE NUMBER	

Appendices

Appendix 1 Definitions

A. Clearance Record (Form DI 228). The Clearance Record is used during the final review and signature (surnaming) process to document concurrence by each reviewing official. Each office head signs the Clearance Record upon completing their review of a document or policy.

B. Directive. A controlled means of written communication that conveys policy, initiates or governs actions, conduct, or procedures. Directives are often issued as manuals, orders, or handbooks, and include numbered material issued for insertion in policy, administrative, and operating manuals.

C. Directives Management. The effective and efficient development of controlled directives and their distribution, use, maintenance, and disposition.

D. Document Identification Number. The document identification number is the unique identification number and letter code for the type of directive being issued. Instructions for constructing the document identification number are in Appendix 2.

E. Indian Affairs (IA). Includes the Offices of the Assistant Secretary, Indian Affairs (AS-IA), the Bureau of Indian Education (BIE), and the Bureau of Indian Affairs (BIA). The organization and functions of the components of Indian Affairs are described in 110 DM 8, 130 DM 8 and 130 DM 9.

F. Information Management System (IMS). A web-based document management, document routing, and routed-document tracking system (accessible via browser interface at <http://ims.indianaffairs.gov/>). The intent of the system is to manage all types of documents, coordinate multiple versions of any document, and manage related attachments in a single database.

G. Proper Documentation. Identifying what information needs to be created or received to provide documented evidence of carrying out official responsibilities; managing the organization; and meeting the Department's legal responsibilities.

H. Transmittal Sheet (Form DI 416). The Transmittal Sheet accompanies a document in the review process; provides primary point of contact information (usually the author); and contains a brief description (summary) of the material. In the event the document contains a change to previously established policy, the description on the Transmittal Sheet should highlight the major change(s), and include an explanation of the reason for change.

Appendix 2 Formatting the Document Identification Number

The Document Identification Number is the unique identification number and letter code for the type of directive being issued. Issuing and Regional Office Letter Codes are found on page 43.

Permanent Policy

For permanent policy directives (IAM chapters, handbooks, and Regional directives), the document identification number is constructed of: the Part number assigned to the major function or program (from the Index of Parts and Chapters of the Indian Affairs Manual); the type of directive being produced; and the respective chapter number.

For example, an Indian Affairs Manual chapter from Education would have a document identification number beginning with 33 (the Part # for Education), then IAM (identifying the type of document), followed by the respective chapter release number (i.e., **33 IAM 5**).

Handbooks to the Indian Affairs Manual are identified by an “-H” at the end of the associated IAM document identification number (i.e., the handbook associated with Education chapter 33 IAM 5 would be **33 IAM 5 - H**).

Regional Directives are differentiated by the two-letter Regional Office Letter Code for the particular region producing the directive (i.e., “- MW”) at the end of the associated IAM document identification number. A Regional Directive further refining 33 IAM 5, pertaining specifically to employees within the jurisdiction of Midwest region would be **33 IAM 5 - MW**.

Temporary (Interim) Policy

For National Policy Memoranda (NPMs), the document identification number is constructed of: the acronym for the type of directive; the Issuing Office Letter Code; and a consecutive number based on the originating Office’s production of directives. For example, a National Policy Memorandum from Human Capital Management would begin with NPM (acronym for the type of directive) - followed by HCM (the issuing office letter code), and a number (i.e., **NPM-HCM-8**).

For Regional Policy Memoranda (RPMs), the document identification number is constructed of: the acronym for the type of directive; the two-letter Regional Office Letter Code for the particular region producing the directive (for example “- MW”); the Issuing Office Letter Code; and a consecutive number based on the originating Office’s production of directives. For example, the Regional Policy Memorandum pertaining only to IA employees within the jurisdiction of Midwest Region, further refining the NPM for Human Capital Management may read **RPM-MW-HCM-8**.

For ASOs, the document identification number is just ASO and the consecutive numeric (i.e., **ASO-4**).

Citation**Type of Directive**

## IAM ##	Indian Affairs Manual chapters
## IAM ## - H	Handbook to the Indian Affairs Manual
## IAM ## - XY	Regional Directive (<i>XY being the respective Regional office letter code</i>)
NPM- XXX - #	National Policy Memorandum
RPM- XY -XXX- #	Regional Policy Memorandum (<i>XY = Regional office letter code</i>)
ASO- #	Assistant Secretary's Order

Key

#	= Consecutive numbering
##	= IAM Part/Chapter numbers
H	= Handbook of the IAM
XY	= Regional Office Letter Code
XXX	= Issuing Office Letter Code

Regional Office Letter Codes for Regional Directives and Regional Policy Memoranda

AK	Alaska	NW	Northwest
EA	Eastern	PA	Pacific
EO	Eastern Oklahoma	RM	Rocky Mountain
GP	Great Plains	SO	Southern Plains
MW	Midwest	SW	Southwest
NA	Navajo	WE	Western

(XXX) Issuing Office Letter Codes for National and Regional Policy Memoranda

* Issuing Office Letter Codes are in the process of being updated by the respective program and functional authorities to reflect the new organizational structure and program responsibilities.

ACKN	Acknowledgment	IT	Information Technology
ACQU	Acquisition	JS	Justice Services [formerly Law Enforcement]
AUD	Audit	LEGIS	Legislative Affairs
BUDG	Budget	MGMT	Management
COO	Continuity of Operations	PA	Public Affairs
CULT	Cultural Resources	PROP	Property
DIR	Directives Management	RACA	Regulatory Affairs & Collaborative Action
ECON	Economic Development	SAFT	Safety
EDUC	Education	SELFD	Self-Determination
ENV	Environment	SELFG	Self-Governance
FIN	Financial Management	TEL	Telecommunications
OFECR	Facilities Management	TRIB	Tribal Services
GAME	Gaming	TRUS	Trust Services
HCM	Human Resources		

07-57, 4/15/10

Replaces # 2 Indian Affairs Directives System Handbook (6/4/04)

Appendix 3 Index of the Parts and Chapters of the Indian Affairs Manual

Index of the Parts and Chapters of the Indian Affairs Manual

The Index is a work in progress and changes regularly as programs update their policies in conjunction with changing organizational structure and program responsibilities. The Index shown below is current as of 4/29/10.

The Parts of the Manual are organized in the following groups:

0 – 10	Items of General Interest
11 – 17	Relationships with Tribes, Congress, the States, and the Public
18 – 29	Management and Administration
30 – 34	Education Programs
35 – 39	Reserved
40 – 42	Law Enforcement and Security Services
43 – 48	Economic Development
49 – 56	Trust Services
57 – 57	Transportation
58 – 59	Environmental and Cultural Resources Management
60 – 69	Information Technology
70 – 75	Indian Services
76 – 76	Indian Land Consolidation Program
77 – 79	Reserved
80 – 89	Construction and Maintenance
90 – 92	Emergency Operations
93 – 100	Reserved
101 – 105	Trust Funds Management

Index of Parts and Chapters. Chapters without Issue Dates should be under development with the programs.

Parts and Chapters	Title	Issue Date
<i>ITEMS OF GENERAL INTEREST (Parts 0 – 10)</i>		
Part 0	Introduction and Index	
Chapter 1	Introduction and Index	04/23/08
2	Index (Note: the 'Index' referred to here is this document)	Work in Progress
Part 1	Indian Affairs Directives System	
Chapter 1	General	04/23/08
2	Federal Register Documents	10/25/99 Update in draft
3	Indian Affairs Manual (IAM)	04/23/08
4	Handbooks to the Indian Affairs Manual	04/23/08
5	Regional Directives (RDs)	04/23/08
6	National Policy Memoranda (NPMs)	04/23/08

07-57, 4/15/10

Replaces # 2 Indian Affairs Directives System Handbook (6/4/04)

Parts and Chapters	Title	Issue Date
7	Regional Policy Memoranda (RPMs)	04/23/08
8	Assistant Secretary's Orders (ASOs)	04/23/08
Part 2	Organization	
Chapter 1	Policy and Responsibilities	10/25/99
2	Order of Succession	10/25/99
3	Headquarters Orders of Succession	10/25/99
Part 3	Delegations of Authority	
Chapter 1	General	10/25/99 Update drafted
2	Delegations to Office Directors Office of the Assistant Secretary - Indian Affairs	10/25/99 Update drafted
3	Delegations to BIA Division Chiefs under Office Directors, Office of the Assistant Secretary - Indian Affairs	In review
4	Delegations to Regional Directors	7/19/00 In review
5	Delegations to Deputy Bureau Directors (BIA), Justice Services	In review
6	Delegations to the Deputy Bureau Director (BIA), Indian Services and Deputy Bureau Director (BIA), Trust Services	In review
7	Reserved	
8	Delegations to Deputy Directors, Associate Directors, and Division Chiefs (BIE)	In review
9	Reserved	
10	Delegations to Office Directors, Office of the Chief Financial Officer	07/08/09
Part 4	Reserved	
Part 5	Management Accountability	
Chapter 1	Audits of Indian Affairs Operations	08/29/97
2	Single Audits	01/05/07
3	Management Controls	10/25/99
4	Annual Assurance Statements	10/25/99
Part 6	Reserved	
Part 7	Correspondence Management	
Chapter 1	Goals and Responsibilities	4/27/01
2	Clearance and Signature Authorities	4/27/01
3	Copies	4/27/01

07-57, 4/15/10

Replaces # 2 Indian Affairs Directives System Handbook (6/4/04)

Parts and Chapters	Title	Issue Date
Part 8	Equal Opportunity Programs	
Chapter 1	Overview and Responsibilities	In review
2	Reserved	
3	Procedures for BIA and BIE Employees to File a Complaint of Discrimination	01/28/10
Part 9	Records Management	
Part 10	Information Quality	
Chapter 1	General Overview	07/21/09
2	Information Quality Guidelines	07/21/09
3	Scientific Integrity	07/21/09
4	Code of Scientific Conduct	07/21/09
5	Peer Review	07/21/09
6	IQ Challenge and Appeals Process	07/21/09
<i>RELATIONSHIPS WITH TRIBES, CONGRESS, THE STATES, AND THE PUBLIC</i> (Parts 11 – 17)		
Part 11	Public Affairs	
Part 12	Congressional and Legislative Affairs	
Part 13	Indian Self-Determination	
Chapter 1	Authorities and Waivers	1/13/00
2	Implementation Plans	5/11/07
3	Awarding Official Certification System	5/10/07
4	Standard of Conduct	5/11/07
Part 14	Indian Self-Governance	
Part 15	Federal Acknowledgement	
Part 16-17	Reserved	
<i>MANAGEMENT AND ADMINISTRATION (Parts 18 – 29)</i>		
Part 18	Regulatory Affairs and Collaborative Action	
Chapter 1	Overview and Responsibilities	In draft
2	Reserved	
3	Reserved	
4	Collaborative Action and Dispute Resolution	
Parts 19	Reserved	

07-57, 4/15/10

Replaces # 2 Indian Affairs Directives System Handbook (6/4/04)

Parts and Chapters	Title	Issue Date
Part 20	Performance Management	
Chapter 1	Overview and Responsibilities	In draft
2	Performance Data Collection and Reporting	In draft
3	Annual Performance-based Budget	In draft
4	Performance and Accountability Reporting	In draft
5	Program Review and Assessment	In draft
Part 21	Acquisition and Property Management	
Part 22	Acquisition	
Chapter 1	Reserved	
2	Reserved	
3	Contract File Location, Organization and Retention	In draft
Part 23	Property	
Chapter 1	Reserved	
2	Reserved	
3	Reserved	
4	Budget Object Class (BOC) Requisitions and Leases/Rentals	03/22/10
Part 24	Information Resources Management	
Chapter 1	Freedom of Information and Privacy Acts	2/15/00
2	Reserved	
Part 25	Safety and Occupational Health	
Chapter 1	Policy and Authorities	10/5/04
2	Responsibilities	10/5/04
3	Staff Services	7/13/04
4	Federal Occupational Safety and Health (OSHA)	7/13/04
5	Motor Vehicle Safety Program	7/14/04
6	Loss Compensation Program	8/5/04
7	Employee Injury Compensation Program	8/5/04
8	Indian Highway Safety Program	7/14/04
9	Technical Assistance Program	7/14/04
Part 26	Budget	
Chapter 1	Budget Formulation	09/30/09
2	Administrative Control of Funds	09/30/09
3	Distribution of Resources	09/30/09
4	Reimbursement Authority	09/30/09
5	Reprogramming	09/30/09
6	Federal Financial System Codes	09/30/09

07-57, 4/15/10

Replaces # 2 Indian Affairs Directives System Handbook (6/4/04)

Parts and Chapters	Title	Issue Date
Part 27	Financial Management	
Part 28 *HR Chapter index follows the OPM index scheme.	Human Resources	
28 IAM 1	Human Capital Policy and Responsibilities	4/23/08
28 IAM 338	Maximum Entry Age and Mandatory Retirement of Law Enforcement Officers	6/04/08
28 IAM 430	Performance Appraisal - Reconsideration	3/13/08
28 IAM 630	Creditable Service for Accruing Annual Leave	In review
28 IAM 790	Fitness Membership Fee Reimbursement	01/06/10
Part 29	Reserved	
<i>EDUCATION PROGRAMS (Parts 30 – 34)</i>		
Part 30	Education (Management)	
Chapter 1	Organization and Responsibilities	
2	Reserved	
3	School Contingency Funds	5/16/08
4	Critical Incident and Death Reporting Form Policy	10/30/08 Update in surnaming
5	Prohibiting Use of Drugs, Alcohol, Tobacco and Inhalants in BIE Schools	In draft
6	Zero Tolerance for Firearms and Other Weapons	In draft
7	Reserved	
8	Donations Policy	In review
9	Parental Permission Slip for Extracurricular Activities	In review
Part 31	Education (Programs)	
Part 32	Education (Personnel)	
Chapter 1	Reserved	
2	Education Contract Personnel	04/21/09
Part 33	Reserved	
Part 34	Education (Post Secondary)	

07-57, 4/15/10

Replaces # 2 Indian Affairs Directives System Handbook (6/4/04)

Parts and Chapters	Title	Issue Date
Chapter 1	Post Secondary Schools - Policy, Procedures and Responsibilities	In review
Parts 35-39	Reserved	
<i>LAW ENFORCEMENT and SECURITY SERVICES (Parts 40 – 42)</i>		
Part 40	Law Enforcement and Corrections	
Chapter 1	Authority and Responsibilities	2/24/99
2	Law Enforcement Standards	5/5/99
3	Corrections Standards	05/09/07
Parts 41- 42	Reserved	
<i>ECONOMIC DEVELOPMENT (Parts 43 – 48)</i>		
Part 43	Reserved	
Part 44	Grant Programs	
Chapter 1	Indian Business Development Program	10/4/04
Part 45	Job Placement and Training	
Chapter 1	Employment Assistance and Vocational Training	10/25/99
2	Demonstration Programs	10/14/98
Part 46	Loan Programs	
Chapter 1	General	11/19/98
2	Loan Guarantees and Interest Subsidies	10/25/99
3	Direct Loans	10/25/99
Part 47	Indian Gaming	
Part 48	International Activities	
<i>TRUST SERVICES (Parts 49 – 56)</i>		
Part 49	Probate	
Chapter 1	Memorandum of Partnership (BIA, OST, OHA)	In draft
2	Reserved	
3	Requesting Modification to Indian Probate	In surnaming
Part 50	Irrigation and Power	
Chapter 1	Irrigation	10/25/99
2	Electric Power Projects	10/25/99
Part 51	Land Titles and Records	

Parts and Chapters	Title	Issue Date
Part 52	Real Estate Services	
Chapter 1	Overview and Authorities	
2	Boundary Evidence Standards	In review
3	Reserved	
4	Reserved	
5	IIM Land Use Agreement Direct Payment Arrangement	7/21/08
6	Delinquent Payments Received on Expired Leases	1/22/08
7	Reserved	
8	Posting for Deposits of Right-of-Way Funds	1/22/08
9	Reserved	
10	Tribal Land Assignments	2/11/08
11	USDA Farm Services Program Payments	1/22/08
Part 53	Forestry	
Chapter 1	Policy, Authorities and Responsibilities	9/01/06
2	Forest Management Planning	9/01/06
3	Contract Sales of Forest Products	9/01/06
4	Permit Sales of Forest Products	9/01/06
5	Forest Development	9/01/06
6	Forest Pest Management	9/01/06
7	Forest Trespass	9/01/06
8	Inventory and Monitoring	9/01/06
9	Silviculture	9/01/06
10	Woodland Management	9/01/06
11	Forest Management Deductions	9/01/06
Part 54	Ag and Range	
Part 55	Safety of Dams	
Chapter 1	Policy, Authorities and Responsibilities	9/6/99
2	Program Requirements for Existing and Proposed Dams	9/6/99
Part 56	Fish, Wildlife, and Recreation	
Chapter 1	Authority and Responsibilities	10/25/99
2	Policies	10/25/99
<i>TRANSPORTATION (Part 57)</i>		
Part 57	Aviation Management	
Chapter 1	Policy and Responsibilities	10/25/99

07-57, 4/15/10

Replaces # 2 Indian Affairs Directives System Handbook (6/4/04)

Parts and Chapters	Title	Issue Date
2	Operations	10/25/99
3	Safety	10/25/99
<i>ENVIRONMENTAL and CULTURAL RESOURCES MANAGEMENT (Part 58 - 59)</i>		
Part 58	Cultural Resources Management	
Chapter 1	Overview, Policy and Responsibilities	
2	Paleontological Resources	In review
Part 59	Environmental Management	
Chapter 1	Policy, Requirements and Responsibilities	10/25/99
2	Environmental Compliance	10/25/99
3	Environmental Analysis and Review	10/25/99
<i>INFORMATION TECHNOLOGY (Part 60 - 69)</i>		
Part 60	Information Resources	
Chapter 1	Authorities, Organization, and Responsibilities	12/27/05
Part 61	Chief Information Officer – Indian Affairs	
Part 62	Information Policy	12/27/05
Chapter 1	Overview	
2	Government Paperwork Elimination Act (GPEA)	
3	Information Collection (PRA)	
4	Freedom of Information (FOIA) and Privacy Act	
5	Records Management	
6	Correspondence Management	
7	eGov and NSN Domain Program	
8	Communication and Outreach	
Part 63	Information Planning	
Chapter 1	Overview	
2	Capital Planning and Investment Control	
Part 64	Information Development	
Chapter 1	Reserved	
Part 65	Information Security and Privacy	
Chapter 1	General	
2	Network Account Password	12/17/07
3	Media Protection	12/17/07
4	Portable Device Use	12/17/07
5	Personal Use of Government Resources	12/17/07
6	Help Desk Use	12/17/07

Parts and Chapters	Title	Issue Date
7	Email Use	12/17/07
8	Internet Use	12/17/07
9	Remote Access	03/04/10
Part 66	Information Architecture and Engineering	
Part 67	Information Operations	
Parts 68 - 69	Reserved	
<i>INDIAN SERVICES (Parts 70 – 75)</i>		
Parts 70 -72	Human Services	
Parts 73 -74	Tribal Government Services	
Part 75	Alcohol and Substance Abuse	
<i>INDIAN LAND CONSOLIDATION PROGRAM (Part 76)</i>		
Part 76	Indian Land Consolidation Program	
Chapter 1	Organization and Responsibilities	
2	Reserved	
3	Policy to Acquire Fractionated Interests using ILCP Funds	03/13/08
4	Conveyance of Indian Land Consolidation purchased interests to Indian Co-Owner	03/13/08
5	ILCP Purchase of Trust and/or Restricted Interests during Consolidation	03/13/08
6	Acquisition Policy using Revenue from ILCP Acq Fund	05/09/08
7	Life Estate Policy for ILCP	02/19/08
8	Mineral Acquisition to reduce number of Fractional Mineral Interests	05/09/08
9	Witness Policy	02/19/08
10	ILCP Tracts and Timber Sale Revenue	05/09/08
11	Purchase of Surface and Mineral Interests using ILCP Funds	02/19/08
12	Rounding, as applied by ILCP	02/19/08
13	Account Restriction Policy for the Indian Land Consolidation Program	03/13/08
14	Indian Land Consolidation Program Purchase of Trust and/or Restricted Land Interests at Probate	03/13/08
15	Sale of Trust-Restricted Land Interests by BIA Employee to ILCP	05/09/08
16	Application Policy to Acquire Fractionated	05/09/08

07-57, 4/15/10

Replaces # 2 Indian Affairs Directives System Handbook (6/4/04)

Parts and Chapters	Title	Issue Date
	Ownership Interests Held by Minors	
17	Acquiring Fractionated Interests at Fair Market Value	08/01/08
18	Deeds Recorded in the TAAMS Image Repository	01/25/10
19	Reserved	
20	Using Appraised Values received from OAS	02/27/10
21	Recoup Revenue Process	02/27/10
22	Using Appraised Values received from OME	02/27/10
Parts 77 - 79	Reserved	
<i>CONSTRUCTION AND MAINTENANCE (Parts 80 – 89)</i>		
Part 80	Facilities Management Program	
Chapter 1	Mission and Responsibilities	01/23/07
2	Facilities Construction Program	01/23/07
3	Operations and Maintenance Program	01/23/07
4	Construction of New or Replacement Quarters	01/23/07
5	Quarters Operations and Maintenance Program	01/23/07
6	Energy Conservation/Management Program	01/23/07
Part 81	Road Construction	
Part 82	Roads Maintenance	
Part 83	Capital Asset Management	
Part 84	Education Facilities	
Part 85	Non-Education Facilities	
Parts 86 -89	Reserved	
<i>EMERGENCY OPERATIONS (Parts 90 – 92)</i>		
Part 90	Wildland Fire Management	
Chapter 1	Policies and Responsibilities	1/26/06
2	Fire Management Plans	1/27/06
3	Fire Management Programs	1/26/06
4	Other Fire Management Programs	1/26/06
Part 91	Homeland Security (Infrastructure Protection)	
Chapter 1	Critical Infrastructure and Key Resource Protection Policy, Functions, and Responsibilities	In draft
Part 92	Homeland Security (Emergency Management)	

07-57, 4/15/10

Replaces # 2 Indian Affairs Directives System Handbook (6/4/04)

Parts and Chapters	Title	Issue Date
Chapter 1	Emergency Management Program – Policy, Functions, and Responsibilities	In surnaming
Parts 93-100	Reserved	
<i>TRUST FUNDS MANAGEMENT (Parts 101 – 105)</i>		
Part 101	Individual Indian Money Accounts	
Chapter 1	General	8/21/00
2	Supervised Accounts	8/21/00
3	Reserved	
4	Appeals Process	8/21/00
Parts 102-105	Reserved	